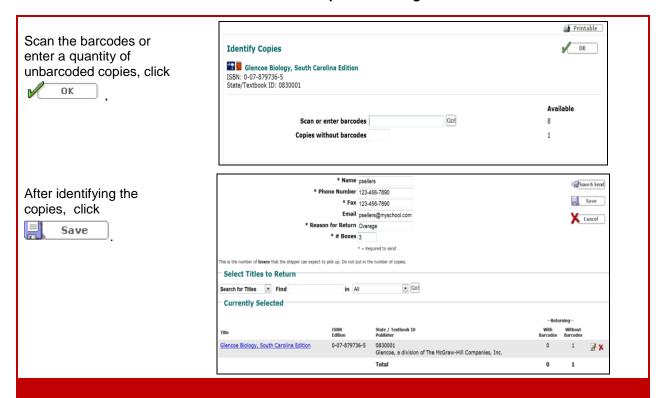


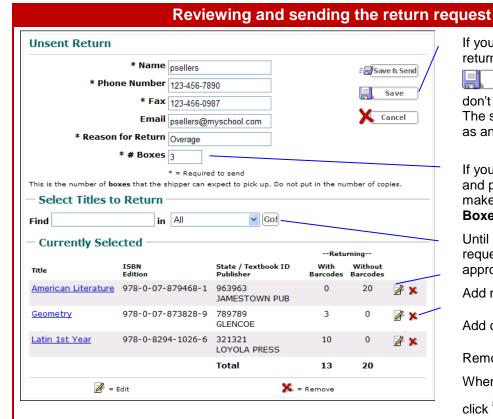
Quick Help for Returning Textbooks to the State Textbook Office

Managing return requests If you need to return textbooks to the State Textbook Office (STO), you can manage them in Transfer Textbooks in the Catalog. Create a return request on the **Returns** tab. Returns View all your completed Textbook Copy Returns [Customize View] returns on the Archive New Return tab. Creating a return request **New Return** To start the return * Name psellers process, open the ≣∰Save & Send Returns sub-tab and * Phone Number 123-456-7890 Save * Fax 123-456-0987 New Return click Cancel Email psellers@myschool.com Fill out your contact and * Reason for Return Overage shipping information * # Boxes | 3 at the top. * = Required to send This is the number of boxes that the shipper can expect to pick up. Do not put in the number of copies. Select Titles to Return Change the drop- down Upload Barcodes - Maximum 500 barcodes per each list/file uploaded menu to Search for Upload Barcodes Create a barcode list Titles. -- Barcodes --OR... Select a barcode file Browse... Upload Select Titles to Return Search for the title by scanning the ISBN or in All ✓ Go! entering the title of the Searched All for "algebra" textbook. ISBN State / Textbook ID Publisher Available Title If a list appears, click Algebra 978-0-7854-3567-9 963852741 29 Select Select next to the AMERICAN GUIDANCE title you're returning. Algebra and Trigonometry 978-0-470-22273-7 147741 Select 2nd WILEY 978-0-8114-4321-0 456456 Algebra (Booklets) 86 Select |



Quick Help for returning books to the State Textbook Office





If you're not finished with the return request, click

so that you don't lose any information. The saved return will remain as an UNSENT return.

If you are finished identifying and packing all the copies, make sure the number of **Boxes** is correct.

Until you send the return request to the STO and they approve it, you can:

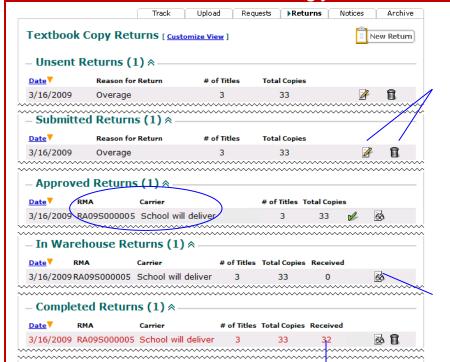
Add more titles,

Add or remove copies, or

Remove a textbook altogether.

When the request is complete,

click Save & Send



of Titles

If a return is denied, it appears in this section.

Unsent Returns are those you're working on.

Submitted Returns are those you've sent for approval. Until the return is approved, you can edit the contents or delete the return entirely.

When the STO approves the return, it changes to **Approved**. The STO selects the freight carrier. Destiny assigns an RMA number.

Once the STO receives the shipment, its status changes to **In Warehouse**.

To verify that the STO received all the boxes, click

Once the STO verifies the copy counts, the return is marked **Completed**.

Destiny automatically and permanently adds completed returns to the **Archive** tab.

If there are any discrepancies in the counts, the return appears in red.

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Date♥

3/17/2009

– Denied Returns (1) ≈ —

Monitoring your returns

Quick Help for returning books to the State Textbook Office